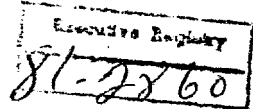


CONFIDENTIAL



81-2426

19 November 1981

DO/A REGISTRY  
FILE: Travel-6

MEMORANDUM FOR: Deputy Director for Administration  
FROM: Director of Central Intelligence  
SUBJECT: Travel Reduction Plan

At today's Cabinet meeting we were asked to have prepared in thirty days a travel reduction plan for each agency. Here are some notes I took on the discussion.

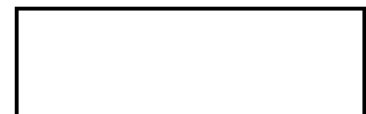


William J. Casey

25X1

Attachment:  
As stated

CONFIDENTIAL



25X1

DIRECTOR OF CENTRAL INTELLIGENCE

Notes taken by DCI at Cabinet Meeting  
19 November 1981

Travel

- FAA or Coast Guard plane
- Private charter cheaper than government plane
- Department can buy commercial ticket, with discounts, cheaper than tickets bought from GSA
- Cut unnecessary trips
- Reduce size of delegations
- Watch meeting locations

**ROUTING AND TRANSMITTAL SLIP**

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. <i>EC/DDA</i>	<i>Mr</i>	20 NOV 1981
2. <i>A/DDA</i>	<i>H</i>	11-20
3. <i>DDA</i>	<i>D</i>	
4. <i>[Signature]</i>	<i>R</i>	20 NOV 1981
5. <i>[Signature]</i>		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

*Suspense, 15 Dec*  
*12/15: I'll be glad to handle if you agree — but this really should have been directed to the Comptroller. Green light?*  
*John*  
*Go! Will cut the Comptroller*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
<i>in on what's doing</i>	
<i>What do you propose?</i>	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
 Prescribed by GSA  
 FPMR (41 CFR) 101-11.206

# EXECUTIVE SECRETARIAT

## Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	D/ICS		X		
4	DD/NFA				
5	D/A	X			
6	DD/O				
7	DD/S&T				
8	GC				
9	LC				
10	IG				
11	Compt		X		
12	D/PA				
13	D/EE0				
14	D/Pers				
15	D/ExStf				
16	AO/DCI				
17	D/OPP		X		
18	ES		X		
19					
20					
21					
22					
		<p>SUSPENSE <u>15 December</u></p> <p>Date</p>			

Remarks:

D/ Executive Secretary  
 20 November 1981  
 Date

STAT